

King, Valerie A.

From: King, Valerie A.
Sent: Tuesday, August 28, 2001 3:17 PM
To: Rapkewitz, Barbara
Subject: RE: Understanding Smoking and Health Review - INBIFO Projects

Dear Barbara:

I just wanted to confirm that we will go forward with this review on September 27. Please ask the project leaders below to hold this date from 8:00 am - 12:00 pm Richmond time. As Regina Stabbert is unavailable on this date, please let Klaus Rustemeier know that we would appreciate his presenting on her behalf.

I will forward a tentative agenda and updated presentation template shortly.

Thanks and kind regards,
Valerie

-----Original Message-----

From: King, Valerie A.
Sent: Monday, August 13, 2001 2:36 PM
To: Rapkewitz, Barbara
Subject: Understanding Smoking and Health Review - INBIFO Projects

Dear Barbara:

I am trying to schedule the Understanding Smoking and Health project review. Since the projects in this part of the plan are so numerous, I am breaking the review up over several half-days. We will cover all of the INBIFO S&H projects together in one half-day.

To that end, could you advise me on the availability of the following scientists on **September 26** and **September 27** (project numbers are in parentheses):

Reininghaus (1171, 1180)
Stabbert (1205)
Freidrichs (1162)
Von Holt (1114, 1120)
Vanschewijck (1172, 1180)
Mueller (1186, 1190)
Kindt (1187)
Schorp (1110, 1103, 1104)
Gerstenberg (1198)
Stinn (1303)

The review of the INBIFO projects in this portion of the plan will require about 4 hours (app. 15 minutes per project). We should start at 8:00 am Richmond time and wrap-up around noon.

Could you please let me know their availability by next Tuesday (**August 21**).

Thanks and best regards,
Valerie